U.S. Army Records Management & Declassification Agency (RMDA)

Overview

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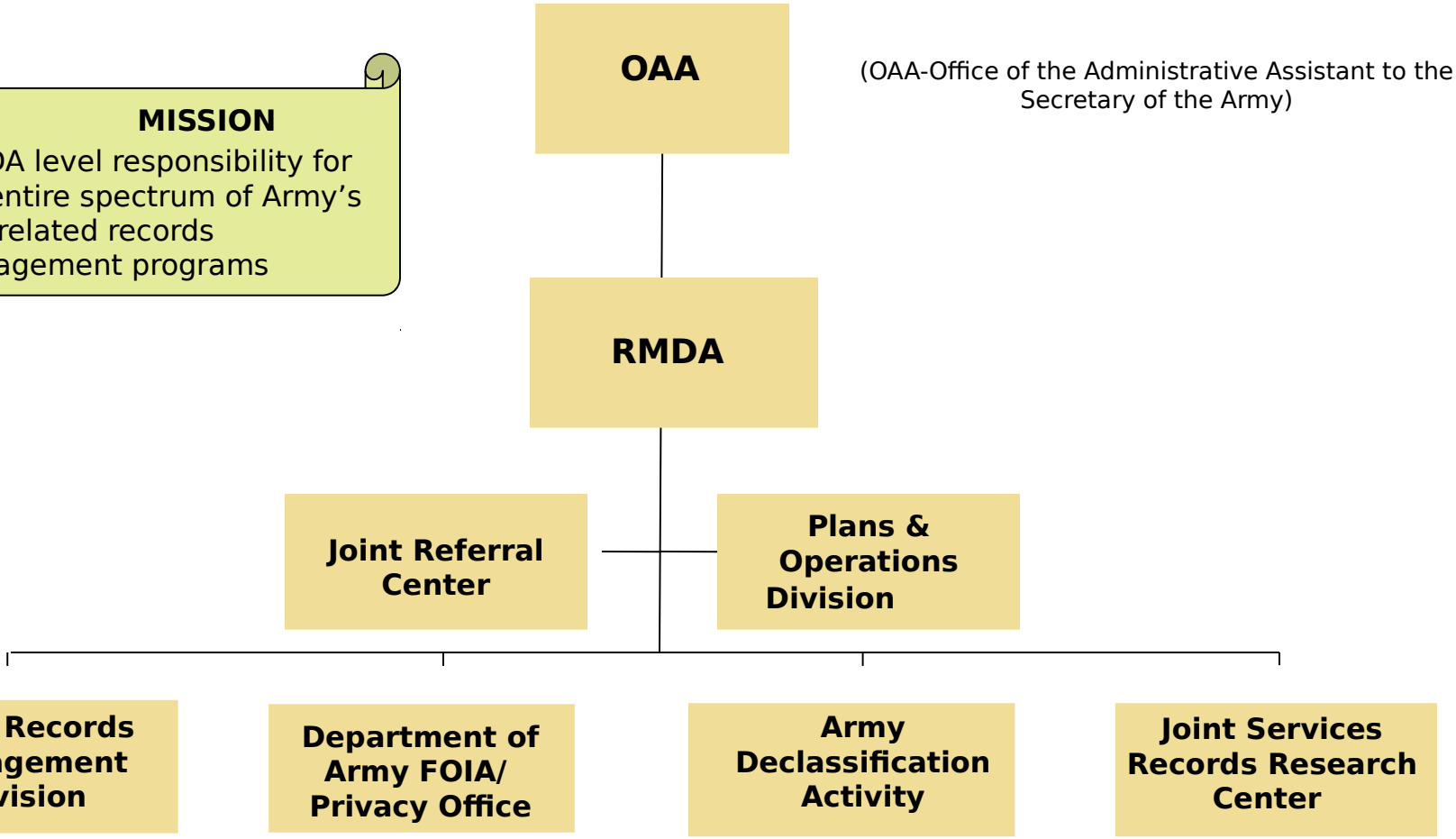
Objectives

- Comply with SecArmy directive to assess Records Management programs across the Army
- Highlight items of interest to Army leadership
- Identify best practices and areas for improvement
- Conduct peninsula wide training
- Conduct site visits at Yongsan, Camp Red Cloud and Camp Humphreys

RMDA Organization Chart

MISSION

- HQDA level responsibility for the entire spectrum of Army's interrelated records management programs



(OAA-Office of the Administrative Assistant to the Secretary of the Army)

Army Records Management

MISSION: **To ensure official records are created and preserved to protect the rights and interests of Soldiers, Civilians and the Army as a Federal Institution**

- Represent AASA as Archivist of the Army and serve as Army interface to the National Archives and Records Administration (NARA)
- Provide oversight, program management and direction to ensure statutory and regulatory compliance (44 USC, 36 CFR, DoD 5015.2)
- Operate and sustain the Army's official recordkeeping system: The Army Records Information Management System (ARIMS)
- Establish policy for records collection and preservation from garrison, training, contingency, and wartime operations

SecArmy Chartered Working Group Recommendations:

- **Command Emphasis**
  - CSA/VCSA letter directing RM compliance
  - ALARACT reinforcing RM requirements
  - Engage JS to define SCCs responsibilities in CONOPS
- **Training**
  - Common Military Training in Army schools
  - Mandatory annual training
  - Additional skill identifier
- **Enforcement**
  - IG special item of interest
  - Mandatory inclusion in Command Inspection Program (CIP)
  - Continue staff assistance visits to ACOMs, ASCCs, and DRUs
- **Big Buckets File Reduction Plan**
  - Reduces 6,108 file numbers to 12 big buckets and 37 sub-buckets

Army Declassification Program

MISSION: Army action agent to ensure compliance with Executive Order (EO)13526 Automatic/Systematic Declassification Program

- Review 25 year-old records IAW EO rolling requirements
- Safeguard WMD & Critical Infrastructure Information (CII) from release
- Scan, index, & declassify CONOPS (War-time) Records as required
- Provide advice, assistance & training to Army commands
- Support the National Declassification Center (NDC)

Special Projects & Declassification Reviews

Nazi /Japanese War Crimes Records

- Reviewed 2.4M records potentially relevant to Nazi/Japanese War Crimes Disclosure Act (Public Law 105-2466)

JFK Assassination Records

- ADA provided assistance Justice Department; reviewed 18,000 pages of records from the Joseph Califano files

Presidential Libraries

- 10,000 pages reviewed from Eisenhower, Kennedy, Johnson, Nixon and Carter Libraries

Tail Wind Project

- A MACV-SOG operation during Sep 1970. Searched for records to support/refute claim that lethal chemical munitions were used in Laos during Vietnam War

POW/MIA Records From Korean War

- ADA located 12,238 records pertaining to Korean POW/MIA efforts that had not been previously identified

Guatemalan Hit Squads

- Searched for records pertaining to atrocities committed in Guatemala. Twenty two boxes reviewed with negative results

Project SHAD

- Shipboard Hazard and Defense
- Assisted ODCSOPS to identify veterans involved in the tests and what agents they may have been exposed to

SITE R

- DAMO-ODS requested declass assistance for records at the Alternate Joint Communications Center (Site R)

Homeland Defense (OCO)

- Coordinating Army programs to identify WMD
- Coordinated review of 1854 sensitive documents removed from DTIC website
- Revised EO procedures to identify/protect WMD IAW DOJ & DOD guidance (FOIA (b)(2), (b)(4), (b)(6) & (b)(7))

Joint Referral Center

- **Mission:** Serve as a cooperative multi-component center for DoD automatic declassification review
  - Support the spirit and intent of Executive Order (EO)13526
  - Develop and implement best practices and standards
  - Facilitate transparent & accountable authority sharing decisions

Army FOIA/Privacy Program

Mission: Manage the Army FOIA and Privacy programs

FOIA Functions

- Manage the Army-wide Freedom of Information Case Tracking System (FACTS)
- Conduct training on program functions and requirements
- Maintain the Army Electronic Reading Room
- Compile and submit the FOIA Annual Report to DoD

Army processes 39,000 cases annually - largest program in DoD

Army FOIA/Privacy Program

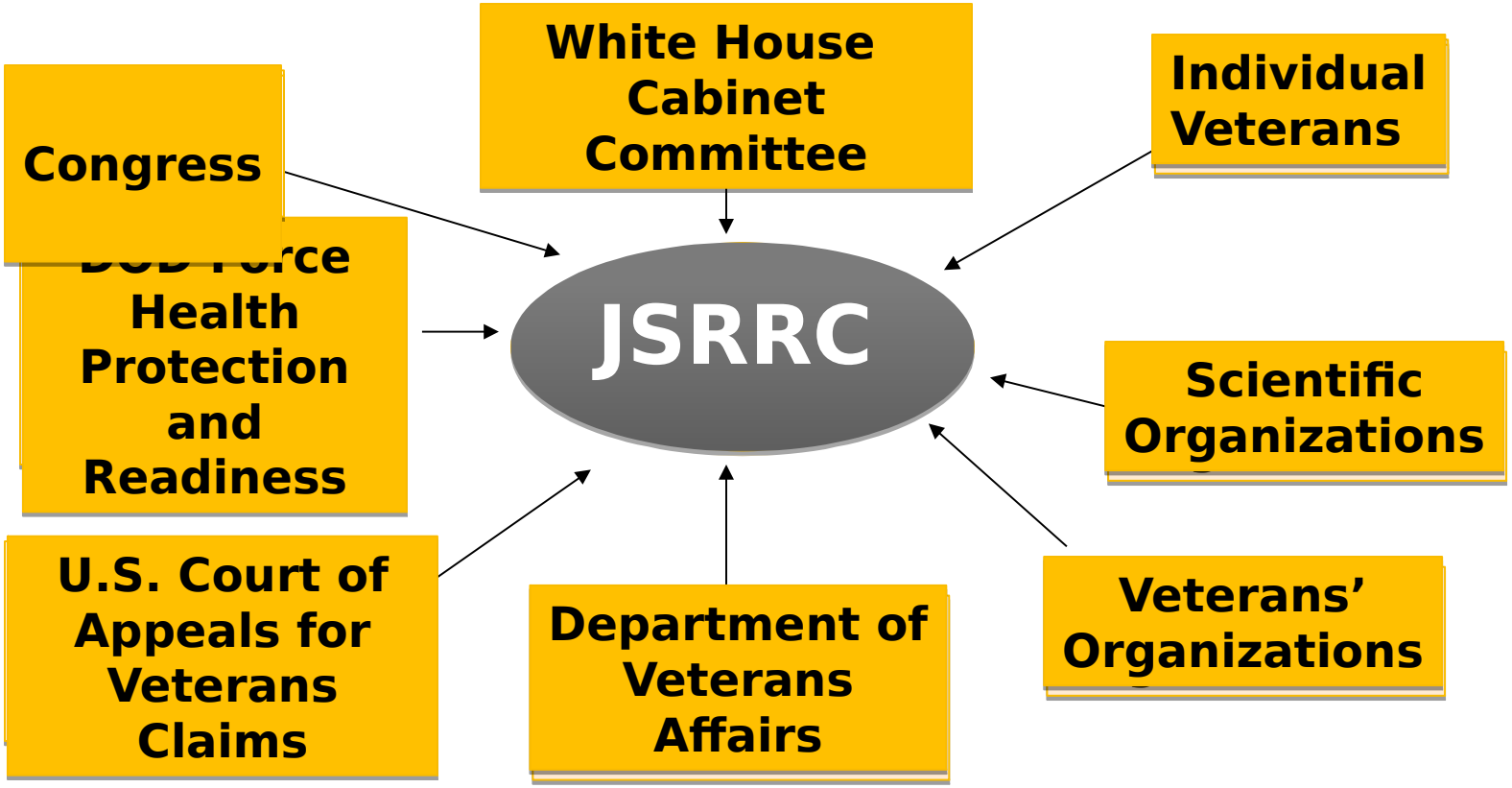
Privacy Functions

- Review and reduce holdings of Personally Identifiable Information (PII)
- Conduct Privacy Impact Assessments on all IT systems
- Develop and maintain 243 Privacy Act System of Records Notices
- Administer the Army Privacy Review Board
- Review all Army Regulations/forms that have Privacy Act implications
- Collect data for Federal Information Security Management Act (FISMA) and Public Law 110-53 quarterly/annual reporting to DoD
- Report PII breaches to US-CERT, OMB, OSD

FY11 = 288 reports, 254,531 individuals potentially affected

Joint Services Records Research Center

Mission: Conduct Research in Support of Veterans' Disability Compensation Claims



Joint Services Records Research Center

- DoD Action Agent for assisting veterans in validating health related claims for conditions such as Post Traumatic Stress Disorder, Agent Orange, etc.
- High level visibility - Congress, U.S. Senate Committee on Veterans' Affairs
- Provides a vital role in the sustained assistance to U.S. veterans by conducting historical records research
  - NARA, Naval Historical Center, Service Safety Centers, CONOPS database
- Critical records to facilitate claims validation include:
  - Daily Staff Journals, MP Journals
  - Unit Histories
  - Deck Logs
  - Casualty data
  - A[illegible]t and inci[illegible]ports, e[illegible]